



EMPLOYMENT OPPORTUNITY

CUSTODIAN

50% Part-time / Permanent with pro rated benefits
Recruitment Number: 05-192

Salary: \$14.50 - \$17.63 / Hourly
Filing Deadline: 5 PM, THURSDAY JUNE 23, 2005

POSITION SUMMARY

To perform custodial duties related to the cleaning and upkeep of assigned buildings and facilities; to perform minor building and equipment repair work; and to set up and remove tables, chairs, and equipment for special events, activities and meetings. Note: This classification requires the ability to work nights, weekends and holidays.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following: Sweep, mop, strip, wax, and seal floors; vacuum and shampoo rugs and carpets; dust and polish furniture, metalwork, and woodwork; empty and clean waste and recycle receptacles; clean and sanitize restrooms; fill and replenish supplies; set up rooms and other facilities for meetings and other City functions using written diagrams; lock and unlock doors; check security of assigned facilities; pressure wash exteriors of buildings; wash windows; remove work-related hazardous waste materials; identify and label all chemicals used in the course of work in accordance to OSHA requirements; perform minor building and related equipment maintenance repair work; operate and maintain proper care of standard equipment used in the course of work; maintain flags and repair flagpole equipment; change incandescent bulbs and fluorescent lamps as needed; keep work-related records; assist with inter-office moves by moving furniture and equipment; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: six months of responsible custodial or related experience and formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance; possession of a valid California driver's license.

Knowledge, Skills and Abilities: Knowledge of: methods, materials, and equipment used in custodial work; principles and practices of conflict resolution; safe work practices used in custodial work, including the use of personal protective equipment; City's waste management plan; English language. Ability to: perform general custodial duties; safely operate custodial equipment and use cleaning materials with skill and efficiency; use tools in minor maintenance work; learn how to handle blood borne pathogens; learn how to properly use personal protective equipment; work effectively at remote locations without direct supervision; understand and follow oral and written instructions; work evenings, weekends, and holidays; communicate effectively, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

In order to perform the essential duties of this position, the incumbent must be able to: on a continuous basis, walk or stand for long periods of time; see in the normal vision range with or without correction to read labels on cleaning equipment and supplies; hear in the normal range with or without correction; continuously bend, stoop, crouch, kneel, climb, balance, stretch, and reach; lift up to 75 pounds.

APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.

The City contributes 8% to the Public Employees Retirement System (PERS) for the employee. Positions that are represented by the Chula Vista Employees Association will have a 1.92% salary deduction that coincides with the Work Furlough Program. Employees will accrue up to 40 furlough hours prorated based on date of hire.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.ci.chula-vista.ca.us • **Job Hotline: (619) 691-5095**

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An Equal Opportunity Employer

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